

## EMPLOYEE BENEFIT PACKAGE

BENEFIT	WHEN ELIGIBLE	WHAT YOU RECEIVE
Christmas Bonus	Upon Employment	1% of base salary received to a maximum of \$125.00.
Educational Assistance	Upon completion of 6 months probation	100% of the cost of tuition up to \$300 per course for a 2 yr. college and \$500 per course for a 4 yr. college and all required books & educational tools, school must be listed in the most recent publication of Accredited Institutions of Postsecondary Education, published by ACE.
Funeral Leave	Upon Employment	24 hours of leave with pay.
Holidays	Upon Employment	11 paid days – New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve and Christmas Day. Employee is entitled to one floating holiday per policy 312.
Insurance:		
– Major Med./Hosp.	90 Days	100% of premium paid for employees and 50% of premium paid for dependents. Our current TPA and network is BlueCross BlueShield of Florida PPO. We currently offer three levels of coverage.
– Prescription Card	90 days	100% of premium paid - Generic - \$10, Preferred Name Brands - \$25, Non-Preferred Name Brands - \$40. This will vary based on which level you choose.
– Life Insurance	90 Days	\$50,000.00 policy – 100% of premium paid.
Accidental Death & Dismemberment Ins.	90 Days	Optional guaranteed issue life available on employee and spouse and/or children – payroll deducted.
	90 Days	\$50,000.00 for general employees and up to \$125,000.00 for police & fire employees - 100% of premiums paid.
– Additional Misc. Ins.	90 days	Enrollment with AFLAC in the Section 125 plan allows pre-taxing of employee's portion of the premium of City's health insurance, and purchase of other types of insurance both pretax and after tax, and flexible spending accounts for un-reimbursed medical and dependent day care.
Jury Duty	Upon Employment	City pays the difference between jury pay and regular pay.
Direct Deposit	Upon Employment	Direct deposit of bi-weekly earnings <b>mandatory</b> . All or part of each check may be deposited into any number of different accounts at any financial institution.
Pension	Upon Employment	A non-contributory pension is provided for general employees and police employees. A partial contributory plan which exceeds the requirements of Chapter 175 is provided for fire employees. Police employees also join the chapter 185 plan which is a 100% contributory plan. All of these plans have provisions for disability pensions.
Deferred Compensation	Upon Employment	Employees may elect to defer from federal income taxation the amount allowed by IRS into an account. A selection of investments is available to the employees. Investments in this plan are managed by the ICMA Retirement corporation.
Military Duty	Upon Employment	City pays 100% of regular pay for Military Reserve & National Guard duty in accordance with Florida State Statutes.
Paid Time Off (PTO) Exchange Program	Upon completion of 6 months employment	Employees who have used all available accrued time are eligible to receive up to a maximum of 12 weeks donated sick time per 12 month period.
Social Security	Upon Employment	The city contributes the same amount as does the employee. This contribution provides pension, disability and other benefits through the Social Security System.

### EMPLOYEE BENEFIT PACKAGE (CONTINUED)

BENEFIT	WHEN ELIGIBLE	WHAT YOU RECEIVE																																		
Unemployment Compensation	Upon Employment	Should an employee be laid off due to lack of work, the City provides unemployment compensation through the State system on a direct reimbursement basis.																																		
Paid Time Off (PTO)	Available upon completion of 90 days of service	<p>PTO Annual Accrual Chart for Full Time Employees (Please see policy 311 for Part Time PTO Annual Accrual (days).</p> <table><tr><th>Year of Service</th><th>PTO Days per Year</th></tr><tr><td>0-5</td><td>23</td></tr><tr><td>6</td><td>24</td></tr><tr><td>7</td><td>25</td></tr><tr><td>8</td><td>26</td></tr><tr><td>9</td><td>27</td></tr><tr><td>10</td><td>28</td></tr><tr><td>11</td><td>28.5</td></tr><tr><td>12</td><td>29</td></tr><tr><td>13</td><td>29.5</td></tr><tr><td>14</td><td>30</td></tr><tr><td>15</td><td>30.5</td></tr><tr><td>16</td><td>31</td></tr><tr><td>17</td><td>31.5</td></tr><tr><td>18</td><td>32</td></tr><tr><td>19</td><td>32.5</td></tr><tr><td>20+</td><td>33</td></tr></table>	Year of Service	PTO Days per Year	0-5	23	6	24	7	25	8	26	9	27	10	28	11	28.5	12	29	13	29.5	14	30	15	30.5	16	31	17	31.5	18	32	19	32.5	20+	33
Year of Service	PTO Days per Year																																			
0-5	23																																			
6	24																																			
7	25																																			
8	26																																			
9	27																																			
10	28																																			
11	28.5																																			
12	29																																			
13	29.5																																			
14	30																																			
15	30.5																																			
16	31																																			
17	31.5																																			
18	32																																			
19	32.5																																			
20+	33																																			
PTO Sell Back Program		Employees are eligible to sell PTO time back to the City with a maximum of 2 times per fiscal year for a total of 160 hours per fiscal year. Employees can only sell back as much PTO time as they have actually used in the previous 12 months.																																		
Computer Purchase	Upon completion of 6 months probation	The City will provide up to \$2,000 per a 2-year period to the employee and specified vender for the purchase of an approved computer system. The total will be divided by 52 payments and will be payroll deducted.																																		
Safety Shoes	Upon Employment	The City will pay ½ the cost (maximum \$200 per pair) for approved safety shoes up to 3 times per year.																																		
Wellness Program	Upon Employment	50% payment of the monthly fee for the employee and spouse, no attendance requirements but can only be cancelled during open enrollment. Available for LRMC Wellness Center, Bodies-N-Motion, Xtreme Fitness and Curves.																																		
Workers' Compensation	Upon Employment	Medical expenses, workers' compensation pay & rehabilitation expenses are paid in accordance with State law.																																		

**For more details on the above-listed benefits and the effect part-time employment has on the eligibility for benefits, please refer to your Personnel Policy Book.**

You, as a vital employee of the City of Leesburg, can be proud of your benefits and know that they are more than competitive in the public and private sectors. The City is happy to finance this benefit package for you and in so doing, contributes substantially to your present and future financial security. Your benefit package is an important part of your total compensation at the City of Leesburg.